

**Uploading Documents for Established Accounts**

Start at the PSC's home page <http://psc.wi.gov>

Click on the ERF Electronic Regulatory Filing System button (top left on the side menu bar).

Select Upload Document, Maintain Profile, Modify Subscriptions.

Do not be alarmed by the Security Certificate alert. Our website is safe. Please continue.

Enter your Logon ID and Password and click Continue.

From the side menu, select Public Document > New / Non-Docket.

Enter the utility number then upload up to 5 files at a time.

Select a file to upload by clicking Browse and navigating to the appropriate file.

In the Description Box, enter a meaningful description of the document.

Choose a document type from the Select Document Type drop down list.

Select Upload Docket Files.

Review confirmation page to ensure that all documents were uploaded.

If you have questions or problems, please contact Rebecca Yoh by phone at (608) 261-8521 or via email at [Rebecca.Yoh@wisconsin.gov](mailto:Rebecca.Yoh@wisconsin.gov)